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Report for Week Ending 5 July 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCR/BR dossiers, that were charged out at time of previous filming, continues.

Microfilming of Vital Materials in the Services Division of ORR has been completed.

Microfilming of Vital Materials in the Security Office will start on 5 July 1956.

General Information

Twenty (20) five drawer file cabinets were delivered to the repository this week. These were in exchange for twenty (20) four drawer safes.

25X1A9a Messers [REDACTED] all members of OSI accompanied last weeks trip to the repository. Mr. [REDACTED] inspected the 25X1A9a
25X1A9a OSI/NED files and also deposited additional restricted data material.
Mr. [REDACTED] of the Management Staff also accompanied this trip for the purpose of adjusting the microfilm readers in the repository.
25X1A9a Mr. [REDACTED] of OCR/BR, Mr. [REDACTED], OCR/Top Secret Control Office, Mr. [REDACTED] of OCR/IR and Mr. [REDACTED] OCR/Operations Staff, 25X1A9a
visited the repository. 25X1A9a
25X1A9a Miss [REDACTED], ARO for the Office of the Comptroller was contacted regarding the status of her VM schedule. She said that the Budget Division has not provided her with information required for her to compile a schedule. [REDACTED] has called for a meeting with 25X1A9a
25X1A9a Budget Division representatives for early next week. Miss [REDACTED] hoped that subsequent to this meeting she may be able to complete her schedule. However, she has indicated that any schedule we receive will only carry a cover number in the description column.
25X1A9a The combination of the NSC safe containing Restricted Data material was changed. Mr. [REDACTED] of this office and [REDACTED] NSC are the only 25X1A9a
25X1A9a custodians as Mr. [REDACTED] has not received his Que clearance as yet.
25X1A9a Mr. [REDACTED] reported for duty with this Staff. He is presently attending the BOC training class.

At the request of Stock Control Unit, 2 requisitions from ORR were reviewed and 1 from the Office of Security. The review of 1 ORR requisition resulted in reducing the number of 4 dr. safes ordered from 25 to 11. Review of the other ORR requisition resulted in the cancellation of the item calling for 25 5 dr. safe cabinets, and another item for 4 2 dr. safe cabinets. The Security Office requisition was reviewed because the Requisition Officer insisted on key locks with standard correspondence cabinets. After

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discussion with the records officer, this requirement was eliminated.

 25X1A9a

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